

DEPUTY COMMISSIONER OF PARKS

Exempt
Y047
JG XV
KWS/dw

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Commissioner of Parks and Recreation with the administration and management of the central and field offices of the County Parks Department. The incumbent administers, coordinates and directs all activity for field operating work and administers the daily operations with regard to personnel policies and procedures, equipment and supplies. Work is performed under the direct supervision of the Commissioner. Direct supervision is exercised over professional and non-professional park employees; does related work as required.

TYPICAL WORK ACTIVITIES:

Administers, coordinates and directs all park operations including personnel, grounds, buildings, equipment and supplies;
Establishes and implements departmental policies and procedures of operation and maintenance, including prioritizing and scheduling use of manpower and equipment;
Meets and consults with various governmental groups or individuals concerning park policies, procedures, complaints and problems;
Meets with and consults with other department and county department staff on capital program development and provides input into planning of park areas and improvements;
Supervises the selection, purchase and maintenance of equipment and supplies requested by park personnel;
Assists the Commissioner in the preparation of department budget and monitors budgeted expenses in the Parks Department;
Recommends to the Commissioner changes in policy and procedures in the parks department;
May assume duties of the Commissioner in the absence of the Commissioner at the Commissioner's designation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of practice, procedures and policies of park operations and maintenance; thorough knowledge of the laws, rules, and regulations surrounding the operation and maintenance of parks; thorough knowledge of modern principles and practices in landscape architecture, plant growth and care and park maintenance; thorough knowledge of procurement of park supplies and equipment; good knowledge of office terminology procedures and equipment; good knowledge of the techniques of budget preparation and control; working knowledge of purchasing techniques; ability to evaluate present and future maintenance needs; ability to communicate ideas both orally and in writing; ability to cooperate with county authorities, private agencies and the public; ability to plan, direct and supervise the work of subordinate personnel; sound professional judgment; tact; initiative and resourcefulness; dependability; physical condition commensurate with the demands of the position.

Continued . . .

DEPUTY COMMISSIONER OF PARKS
Y047

Page 2

MINIMUM QUALIFICATIONS:

a) Graduation from a regionally accredited or N.Y. State registered college of university with a Bachelor's degree in Business Administration, Public Administration or related field and six (6) years of experience in parks administration; three (3) years of which shall have been in a supervisory capacity; OR

b) Completion of sixty (60) credit hours from a regionally accredited or New York State registered two (2) year college or university in Business Administration, Public Administration or related field and six (6) years of experience in parks administration, three (3) years of which shall have been in a supervisory capacity; OR

c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

□